

MANCHESTER COMMUNITY COLLEGE

JOB OPPORTUNITY

Office Assistant

Enrollment Management Office

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees
Location: Manchester Community College, Manchester, CT
Hours: Monday – Friday; 8:00a.m. To 4:30p.m.
Salary: \$38,552 - \$50,582
Closing Date: Wednesday, May 14, 2014

General Knowledge: Candidates must have applied for and passed the **Office Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for later transfer.

Duties: Enter and retrieve data in the Banner student information system; answer phones in a timely and professional manner, take messages, provide information, resources and appropriate referrals.

Resolve issues, errors, omissions and questions to the student biographical or academic records; provide services online, email, phone and in-person;

compile and process reports; files data relating to reports; maintains communication with other college departments to ensure accuracy in reporting, controlling and dissemination of data; create, organize and file student records; set up and maintain filing system. Purge and combine files on a scheduled basis; adhere to and maintain the confidentiality of student records and disseminate information according to FERPA regulations; other related responsibilities.

The Office Assistant should have the ability to communicate with students, staff and community; strong computer skills are desired. Accuracy and attention to detail are vital.

General Experience: Two (2) years' general clerical work experience.

Substitution Allowed: College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and or Application for Employment (Form CT-HR-12) to:

Desreen Petgrave, Human Resource Specialist
Manchester Community College, MS# 2
Great Path, P.O. Box 1046
Manchester, CT 06045-1046
dpetgrave@mcc.commnet.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.